

LOGISTICS INSTRUCTION  
NO. 45-10

LI 45-10  
LOGISTICS  
Revised March, 1975

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SUBJECT : Processing of MILSTRIP and FEDSTRIP Documentation  
RESCISSION: LI 45-10, dated January 1967

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1. PURPOSE

This <sup>h</sup>Instruction provides policy guidance for processing documentation in connection with ~~the~~ (MILSTRIP and FEDSTRIP) ~~requisitioning and issue systems.~~ Military and Federal Standard Requisitioning and Issue Procedures. These MILSTRIP / FEDSTRIP procedures are unique, particularly as they affect the process between the Office of Logistics (OL) and the Office of Finance (OF) in that procurement instruments and receiving documents are not provided <sup>vs</sup> OF, and billings are paid without verification of receipt.

2. SCOPE

This <sup>h</sup>Instruction applies only to procurement requisitions utilizing the MILSTRIP/FEDSTRIP systems and to commercial procurements made through the General Services Administration (GSA) which uses MILSTRIP/FEDSTRIP documentation (DD Form 1348m-- DOD Single Line Item Requisition System Document). These procurements are always accomplished by Supply Division, <sup>(SD)</sup> OL, (vice Procurement Division, <sup>(PD)</sup> OL).  
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3. POLICY

Under the concept of "constructive evidence of receipt," OF does not require copies of MILSTRIP/FEDSTRIP requisitions or receiving reports to support the payment of billings, except for accommodation procurements and reimbursable sales to other U.S. Government agencies. MILSTRIP/FEDSTRIP billings will be paid immediately upon receipt by OF without verification of receipt of the materiel.

4. RESPONSIBILITIES

a. Supply Division, OL

- (1) Initiate MILSTRIP/FEDSTRIP procurements by forwarding DD Form 1348m to <sup>the</sup> appropriate Government supplying agency.
- (2) Prepare Agency Form 2216 for use as a procurement notice as well as a receiving report. Distribute copies to the requisitioning and receiving activities, to Budget and Fiscal Branch, Executive Office - (OL/EO/B&BB), as well as to *OL* SD's. accountable file.
- (3) Advise OF of MILSTRIP/FEDSTRIP procurements by means of daily registers that cross-reference the MILSTRIP/FEDSTRIP Document Control Number (DCN) with the Agency requisition control number, and <sup>record</sup> the Property Procure-

\* ~~The LCN will, within the near future be changed to the PIN (Procurement Instrument Number)~~

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ment Allotment (PPA), unit price, and quantity for each MILSTRIP/FEDSTRIP action to enable OF to readily identify billings and verify the completeness of shipments.

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- (4) Resolve consequential discrepancies which occur as the result of materiel discrepancies with the supplying agency. No attempt will be made to resolve inconsequential discrepancies with the supplying agency, or to adjust billings.  The criteria for distinguishing between consequential and inconsequential discrepancies are set forth in LI 45-6.
- (5) Advise OF when a credit billing is due from a supplying agency as a result of a consequential materiel discrepancy via the DCN/LCN Cross-Reference Register or by memorandum.
- (6) Forward requisitions and shipping documents (outbound shipments from <sup>OL</sup>/SD depot) to OF for accommodation procurements and reimbursable sales. No other MILSTRIP/FEDSTRIP requisitions, shipping documents, or receiving reports are to be forwarded to OF.

b. Office of Finance.

- (1) Match billings from MILSTRIP/FEDSTRIP transactions, when received from the supplying agencies, with the appropriate <sup>Agency requisition control number</sup>  and PPA provided by OL on the
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significant variations in costs are evident, OF should  
contact ~~in individual~~ OL/EO/B&FB who will refer to the requisition  
and/or receiving report for an explanation or other-  
wise research <sup>of costs</sup> before a *billing adjustment* is requested.

- (2) ~~OF will~~ Support its action in certifying the billings  
for payment by internal site audits and reviews, on  
a selective basis, of OL receiving records.
- (3) ~~OF will~~ Resolve financial consequential differences such as  
duplicate billings, wrong billings, and billings for  
supposedly nonreimbursable transactions which require  
the preparation of Administrative Audit Differences  
Statements.

(4) *Maintain an advance account with GSA for  
the payment of billings resulting from ~~Agency~~  
commercial procurements placed through GSA*

*(Account 291.09). GSA will pay the  
vendors' bill based on receiving information  
provided to GSA by   SD/OL on*

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*GSA Form 300.*

Periodically, OL/SD ✓

receives these accountings, with attached purchase  
orders, and forwards them to OF via OL/EO/B&FB. OF  
then reimburses the advance account accordingly  
without further verification of receipt of the  
materiel.

CONCURRENCE:

Michael J. Malanick  
Director of Logistics

forwarded to the

Activities removed from the Headquarters area can report discrepancies by speed letter or cable, addressed to *SD/CCDB*

- (8) Latent discrepancies. When latent discrepancies are disclosed after receiving has been accomplished, the Chief, SD — in coordination with the Chief, PD if commercial procurement — will determine whether a formal claim against

vendor will be *filed* or whether an internal

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